



State of Wisconsin
DEPARTMENT OF REGULATION AND LICENSING
CORRESPONDENCE / MEMORANDUM

DATE: February 3, 2005

TO: Nursing Program Administrators

FROM: Barbara Showers, PhD
Director Education and Examinations
barbara.showers@drl.state.wi.us
608-266-7703

SUBJECT: Guidelines for Nursing Program Administrators

Enclosed is a guide to address frequently asked questions about Board of Nursing policies and procedures. For example,

- How to obtain applications and provide proof of graduation – p.3
- Required qualifications for faculty and administrators and how to obtain exceptions – p. 4-5
- Responsibility to report program changes – p.6
- How to find information on the web site, and who to call at DRL – p.8
- When self-evaluation reports may be required and new procedure for probationary status – p.7

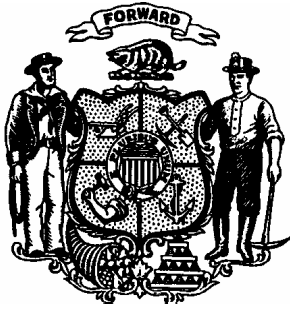
Please note that recognized faculty degrees now include BSN to PhD in nursing and the doctorate in nursing science. Graduate students in these programs would qualify for standard exceptions.

If you offer refresher courses, please note the requirement for students to hold a license for the clinical portion – Appendix F.

If you offer BSN completion programs, please note the updated discussion of admission requirements, Appendix H.

This guide and forms that educators may need will be posted at <http://drl.wi.gov>. Choose Health Professions, Registered Nurse, Education.

I hope you find the information to be useful. Please contact me with any questions you may have.



WISCONSIN BOARD OF NURSING

GUIDELINES FOR NURSING PROGRAM ADMINISTRATORS

JANUARY 2005

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**WISCONSIN BOARD OF NURSING
GUIDELINES FOR NURSING PROGRAM ADMINISTRATORS
2005**

I. License Application Procedures

A. How to Obtain Applications

Obtain applications for each graduating class by downloading them from the department web site, <http://drl.wi.gov>. DO NOT SAVE AND REUSE OLD APPLICATIONS OR SUBSTITUTE RN AND PN APPLICATIONS, BECAUSE FEES AND INFORMATION CHANGE.

B. How to Apply

1. Have the candidate send the licensing application and fee to the Department. Pages 1 through 4 of the application must be completed in full.
2. For each candidate, send a separate signed letter from the school on school letterhead with the school seal to the Department or complete a Statement of Graduation Form 259 found in the application. If a letter is sent, have the letter state, "This is to certify that (NAME OF STUDENT) successfully completed the (PRACTICAL, ASSOCIATE DEGREE, or BACCALAUREATE DEGREE) nursing program at (NAME OF SCHOOL), (LOCATION), and has completed all requirements for graduation on (DATE). The graduation date will be (DATE)."

[Completion of steps #1 and #2, plus inclusion of the additional \$10 fee for a temporary permit, will enable the Department to issue a temporary permit to the candidate, if requested. DRL will not accept pre-dated letters arriving before the date certified, or "expected to complete" letters.]

3. At the same time as the candidate sends a licensing application to the Department, the candidate should register for the NCLEX examination. The NCLEX application is available via a link on the DRL web site. Go to Health Service Professions – Nursing.
[**Exception: Persons with disabilities should first obtain DRL approval of accommodations before registering for NCLEX.]

[Completion of step #3 will enable the Department to issue an eligibility to test.]

II. Role of the Board of Nursing and the Educational Administrator

The Board of Nursing approves all nursing education programs, and has the legal authority to establish minimum standards for schools for professional nurses and licensed practical nurses. (Ch. 441.01, Wis. Stats.)

The Educational Administrator is the registered nurse faculty member whose primary responsibility is to administer the educational program in nursing.

The name and qualifications of the administrator (whether acting or permanent) must be on file with the Board. (Submit Form 1114 to Board at time of hire. Appendix A)

The educational administrator must notify the Board of any changes in the nursing program that might alter compliance with the rules of the Board. (See examples in Section VI below, and Chapter N1, Program Approval for Schools of Nursing, Appendix B.)

The Board holds the educational administrator responsible for ensuring that individual faculty members are academically and professionally qualified, and that faculty staff is adequate to carry out program objectives.

III. Qualification Requirements of the Educational Administrators of RN or PN Programs

- Hold a current license to practice as an RN in Wisconsin
- Have a minimum of 2 years full time or equivalent direct care experience as a practicing nurse
- Have 3 years of experience in nursing education in the last 10 years
- Hold a master's degree with a major in nursing

IV. Qualification Requirements of Faculty of RN or PN Nursing Programs

- Hold a current license to practice as a registered nurse in Wisconsin (Verify licenses at <http://drl.wi.gov>.)
- Have at least 2 years full time or equivalent direct care experience as a practicing nurse
- Be employed in nursing within the last 5 years
- Hold a masters degree with a major in nursing for RN program teaching
- Hold a baccalaureate degree with a major in nursing for PN program teaching

Evidence of meeting faculty qualification standards must be on file in the school of nursing office, and available to the Board upon request.

These requirements apply to faculty for theory and clinical teaching. Supervisors of skills laboratories are not required to have a masters degree. For further information, see Appendix A-2, When Is An MSN Required?

The Board recognizes the following degrees as masters degrees with a major in nursing: the MS, nursing; the MSN; the MPH, nursing; the master's in nursing education, the master's in nursing administration. Also recognized is the PhD in nursing and doctorate in nursing science. Other degrees will be considered by the Board on an individual basis.

Exceptions to Requirements for Faculty

Educational administrators may apply to the Board for approval of exceptions to faculty requirements, if recruitment of masters-qualified faculty has been unsuccessful.

The school must provide an MSN-prepared faculty supervisor/mentor to the exception faculty with contact that occurs throughout the experience, including verbal/phone discussion on instructional guidelines, grading/evaluating performance and joint review of performance problems.

The curriculum will continue to be developed by master's prepared faculty.

A minimum of fifty percent of regular faculty (full time and part time) must meet requirements in N1.06(4). If this requirement is not met, program approval may be withdrawn.

Form 2662 (Appendix A-1, and <http://drl.wi.gov>) identifies the requirements. Please use the form to request exceptions in advance of hire. It may be mailed, emailed or faxed.

Exceptions may include:

- One Year Exception ("Standard Exception"): Persons having a baccalaureate degree in nursing who are actively enrolled in a masters program with a major in nursing, or a BSN to PhD in nursing, or doctorate in nursing science, may be employed for up to one academic year in RN programs. This exception may be renewed upon a showing of proof of progress and continued active enrollment each year.
- Emergency Exception: Persons having a baccalaureate degree in nursing may be employed for short term, unanticipated emergency situations, such as a two-week medical leave of a faculty member in an RN program. These approvals are for up to eight weeks only, and will not be granted to fulfill an ongoing need.

V. Clinical Facility Site Selection

The Clinical Facility Selection Form, Appendix E and <http://drl.wi.gov>, documents the school's compliance with N1.06(3)(e) concerning standards used in the selection of clinical facilities. It is to be completed and kept on file in the school of nursing office, and be available to the Board upon request.

VI. Accreditation

The Board recognizes the National League for Nursing Accrediting Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE), and grants approval to schools providing evidence of accreditation by one of these agencies.

The educational administrator should file evidence of accreditation and any changes in accreditation status with the Board.

Programs not accredited by one of these agencies must periodically file self-evaluation reports providing evidence of meeting the Board's standards for school approval.

The Board monitors all programs, regardless of accreditation, to determine if the Board's standards are being met. Situations that may be cause for review include:

- Complaints relating to violations of standards which the Board has verified
- Success rate on NCLEX of less than the national percent passing over a two year period
- Withdrawal or change of accreditation status (nursing or general)
- Failure to report or obtain approval of changes that require approval of the Board
- Providing false or misleading information to students or the public concerning the nursing program
- Violation of Board rules

VII. Responsibility to Report Changes

The educational administrator must notify the Board of any changes in their program that might alter compliance with Chapter N1 of Wisconsin Administrative Code, Program Approval for Schools of Nursing. Changes include:

- Change in educational administrator, including appointment of acting administrator
- Change in accreditation status by accrediting agencies, such as NLNAC or CCNE
- Change in program philosophy, purpose, objectives or organizing framework that results in a change in graduate competencies. (Form 1384, Guidelines for Major Program Change, Appendix C and <http://drl.wi.gov>)
- Alteration in standards in selection of clinical facilities

- Alteration in standards for supervision of students' clinical learning experiences by qualified faculty.
- Exceptions to faculty qualifications
- Numbers of faculty do not allow for meeting clinical course objectives and safe patient care.
- Change in relationship of the nursing program to the governing institution.
 1. Changes in school organization chart
 2. Changes in school ownership
 3. Plans for school closure

VIII. Self Evaluation Reports

The Board may require a self-evaluation report from the educational administrator. Reasons include:

- The pass rate on the NCLEX examination falls below the national average for first time takers over a two-year period. (See Appendix D.)
- The school does not hold accreditation from a Board-recognized accreditation agency.
- Follow up to a major program change
- Follow up to being placed on probationary status by the Board

IX. Probationary Status/ Withdrawal of Approval

The Board may place a school on probation if it finds that standards for school approval in Chapter N1.06 of the Wisconsin Administrative Code are not being met.

The Board may withdraw approval for a school to conduct a nursing program if it finds that standards continue to be unmet following a Board imposed probationary status. This means that the school's graduates would not be eligible for examination or for a license to practice nursing.

See Appendix D for more specific procedures for probation in the event of low NCLEX pass rates.

X. Resources

The department web site, <http://drl.wi.gov> includes links to application forms, application status, lists of approved schools and refresher courses, license lookup, how to file a complaint, reports of decisions (discipline), Board position papers, regulations and meeting schedules.

To find:	Home page button	Secondary
<ul style="list-style-type: none"> Applications and instructions (under “obtain license” once you have the license type you want) education (approved schools and refresher courses; information for educators) duplicate licenses verifications 	“Health Service Professions”	Choose “Nursing”, then select type: RN, LPN, APNP, or Nurse Midwife
<ul style="list-style-type: none"> Applicant Status 	“Application Status”	An application status file is not created until an application for license document is received.
<ul style="list-style-type: none"> License Lookup 	“Look Up License Information”	
<ul style="list-style-type: none"> File a Complaint 	“File a Complaint”	
<ul style="list-style-type: none"> Reports of Decisions 	“Discipline/Orders”	
<ul style="list-style-type: none"> Position Papers of the Board Meeting Schedule Past agendas, minutes, regulations 	“Boards”	Choose Nursing, then “Position Papers” or other choices (Note: Position on Nurse Technicians updated April 2004.)

Contact Information:

School approval, program changes and faculty exceptions	Barbara Showers, PhD Director Education and Examinations Wisconsin Department of Regulation and Licensing PO Box 8935 Madison, WI 53708 608-266-7703; fax 608-267-1809 barbara.showers@drl.state.wi.us
Quarterly pass rate status reports, modifications in testing for persons with disabilities, and exam candidate issues	Gail Pizarro, PhD Senior Licensing Examination Specialist Wisconsin Department of Regulation and Licensing PO Box 8935 Madison, WI 53708 608-267-3280; fax 608-267-1809 gail.pizarro@drl.state.wi.us
Credentialing status	Before calling use the application status feature of the web site. Staff accept calls between 7:45 AM and 2:00 PM at 608-261-2390

XI. Other Board Policies Related to Education

From time to time, the Board of Nursing publishes policy statements that address education issues that arise. Statements are mailed to Administrators at the time of release. Past statements are compiled here for reference.

Refresher Course Criteria – Appendix F1 and F2

High School Equivalency – Appendix G

BSN Completion Programs – Appendix H

APPENDIX A

Department of Regulation & Licensing

State of Wisconsin
(608) 266-2112

TTY# (608) 267-2416, hearing or speech
TRS# 1-800-947-3529, impaired only

P.O. Box 8935, Madison, WI 53708-8935

E-Mail: dorl@drl.state.wi.us

Website: <http://www.drl.state.wi.us/>

FAX #: (608) 261-7083

BUREAU OF HEALTH SERVICE PROFESSIONS

FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

Information requested is required for processing.

Completion of this form is required by all schools in order to maintain approval of the board. For educational administrators, please return this form to the Department upon appointment. For faculty, keep this form on file in the school of nursing office and available to the Board upon request. The information collected on this form will be used to determine compliance with standards in sec. N 1.06, Wis. Adm. Code.

Applicant's Name (Last, First, Middle) Wisconsin RN Licensure ☐ Yes ☐ No

Position: Date Appointment Effective:

☐ Educational Administrator

☐ Faculty

Employment Status:

☐ Full-time

☐ Part-time

School of Nursing Employed By:

Subjects Hired to Teach:

Educational Preparation (Include Nursing School, College, University & Special Studies)

Name of Institution	Location	Period Attended	Date Graduated	Diploma Degree, or # Credits	Major	Minor
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State of Wisconsin Department of Regulation & Licensing

Nursing Practice Experience (Please List Most Recent First)

From Mo/Yr	To Mo/Yr	Part or Full-time	Employer	Location City State		Position Title
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Nursing Education Experience (Please List Most Recent First)

From Mo/Yr	To Mo/Yr	Part or Full-time	Employer	Location City State		Position Title
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Signature of Educational Administrator

APPENDIX A-1

Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 267-1809
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: web@drl.state.wi.us
Website: <http://drl.wi.gov>

BOARD OF NURSING FACULTY EXCEPTION CHECKLIST

Pre-approval by the Board of Nursing is required for exceptions to faculty qualifications. Please complete this checklist to apply for an exception.

Name of School: _____ Program (ADN, BSN): _____

Name of Educational Administrator: _____

A minimum of 50% of full time and part time faculty must be fully qualified.

Number of fully qualified faculty: _____

Total number of current exceptions, including this request: _____

Request for standard exception (one year, may be renewed):

Name: _____ Dates of hire: _____

Course/clinical being taught: _____

Must have:

_____ BSN degree: School: _____ Grad Date: _____

_____ Active enrollment in MSN program. Is enrolled in
School: _____ Degree: _____

Expected Grad Date: _____

Provide plan of study with timeline for completion with this request.

[Degree must be MSN or alternate approved by the Board. Currently approved alternates to the MSN are MS, nursing; MPH, nursing; masters in nursing education; masters in nursing administration; BSN to PhD in nursing, doctorate in nursing science.]

_____ 2 years full time (or equivalent) direct care nursing experience, including experience within the last 5 years:

_____ Current RN license # _____

School must provide to standard exception faculty:

_____ MSN-prepared faculty supervisor/mentor who assures that the curriculum plan is followed

Name: _____

Extent and mode of contact: _____

[Contact should occur throughout the experience, includes verbal/phone discussion on instructional guidelines, grading/evaluating performance, joint review of performance problems.]

Is this a request for extension beyond one year? Yes _____ No _____ Date of first request: _____

If yes, provide proof of progress in the MSN program.

[All extensions must be resubmitted with proof of progress and continued active enrollment each year.]

Credits successfully completed in past year: _____

Wisconsin Department of Regulation & Licensing

Request for an emergency exception (8 weeks only)

Name: _____ Dates of hire: _____

Course/clinical being taught: _____

Must have:

_____ BSN degree: School: _____ Grad Date: _____

_____ 2 years full time (or equivalent) direct care nursing experience, including experience within the last 5 years:

_____ Current RN license # _____

School must provide to emergency faculty:

_____ MSN-prepared faculty supervisor/mentor who assures that the curriculum plan is followed

Name: _____

Extent and mode of contact: _____

[Contact should occur throughout the experience, includes verbal/phone discussion on instructional guidelines, grading/evaluating performance, joint review of performance problems.]

Is this a request for extension beyond eight weeks? Yes _____ No _____

Dates of previous requests and course taught: _____

If yes, provide proof of recent unsuccessful recruitment. Emergency exceptions cannot be used to fulfill an ongoing need.

Return form by email, fax or mail to:

Barbara Showers, PhD
Director Education and Examinations
PO Box 8935
Madison WI 53708

barbara.showers@drl.state.wi.us

FAX: 608-267-1809

APPENDIX A-2

WHEN IS AN MSN REQUIRED?

The question has arisen regarding which courses in the overall professional nursing curriculum require an MSN-prepared faculty member. The nursing curriculum, as detailed in N1.06(2), is comprised of general education and nursing education.

General education courses, which include principles from physical and biological sciences, and social and behavioral sciences that are general foundations for nursing, would not need to have an MSN-prepared faculty. Electives that round out the nursing degree would not need to have MSN-prepared faculty.

MSN-prepared faculty would be required for the nursing education courses described in N1, which include the theory and experience courses designed to enable the student to provide nursing care. These would be courses that teach the nursing process and practices, and professional nursing roles and standards, as well as courses that teach the student nurse to apply knowledge from the scientific, human and cultural areas to meet health needs.

Courses in somewhat of a gray area might be such courses as pharmacology and nutrition. If nursing students participate in a general course that is also used by other majors, then the MSN-prepared faculty is not required. Faculty with specialization in the subject could teach it. However, if the course is intended to teach the nurse's role in pharmacology and nutrition, then this teaching is to be done by an MSN.

The rules of the Board are written generally to give schools some discretion in compiling a curriculum appropriate for the training of nurses. They do not fix a curriculum course by course and establish requirements for each course.

APPENDIX B

CHAPTER N1 WISCONSIN ADMINISTRATIVE CODE PROGRAM APPROVAL FOR SCHOOLS OF NURSING

See <http://www.legis.state.wi.us/rsb/code/n/n001.pdf>

APPENDIX C

GUIDELINES FOR MAJOR PROGRAM CHANGE

- A. Submit at least 3 months prior to admission of students
 - 1. Rationale for change.
 - 2. Philosophy of nursing program/conceptual framework.
 - 3. Objectives/purpose of nursing program.
 - 4. Outline for the first course(s) with expected terminal behaviors.
 - 5. Plan for evaluation for revised curriculum.
 - 6. Plan for utilization of faculty and clinical facilities for ongoing curriculum and for revised curriculum.
 - 7. Planned schedule for implementation of revised curriculum and termination of ongoing curriculum.
 - 8. Plan for facilitation of students who fail a course when it is offered for the last time.
- B. As revision progresses, submit course outlines prior to implementation.
- C. Submit for final approval to continue the revised curriculum for subsequent classes:
 - 1. Evaluation of total curriculum revision following graduation of first class from the revised curriculum.
 - 2. Planned and/or anticipated changes based on evaluation data.

Course Outline Requirements

Course outlines for nursing courses must include the following information for approval by the Board of Nursing:

- 1. Course number and title
- 2. Number of credits
- 3. Course description
- 4. Course objectives written in behavioral terms
- 5. Outline of course content
- 6. Methods of instruction, e.g., lecture, discussion, etc.
- 7. Methods of evaluation of learning, e.g., written exams, written assignments, etc.

APPENDIX D

NCLEX PASS RATE MONITORING PROCEDURE

The National Council of State Boards of Nursing issues quarterly reports identifying the first time candidate pass rates for each program on the NCLEX RN and PN examinations.

Each quarter, the Board combines data for each program over the most recent eight quarters and compares the school's overall success rate in those eight quarters with the national success rate over the same eight quarters. When the success rate of the school's graduates is less than the national average over a two year period, it is cause for review by the Board.

The Board applies a test of statistical significance to determine if a program's success rate is significantly below the national success rate. A Z-score of +1.96 or greater indicates a pass rate significantly below the national average.

The Board's procedure for schools with a Z-score above 1.96 has the following steps:

1. Upon a finding of 1.96 or greater, request that a plan for addressing the deficiency be presented promptly.
2. Once the plan is approved, a self-evaluation report will be requested in one year.
3. If quarterly improvements can be seen after one year, but the program's overall average is still significantly below the national, one additional year will be given before the next report.
4. If quarterly improvements are not seen after the first year, a self-evaluation will be requested every 6 months for the next year.
5. If no improvement is seen after two years, the school will be placed on probation. If improvement starts to be shown, more time will be given.

Note on the Use of Exit Tests to Improve Pass Rate Statistics:

At the April 22, 2004 meeting, the Board formally put in the record its position on the use of exit tests: "While exit tests can be a component of classroom grading, such tests should not be used by themselves to be a bar to graduation when all other requirements of the program are met."

Exit tests and remediation may be helpful preparation for passing the NCLEX exam, but the Board was concerned that the school's interventions lead to improvement of the student's performance rather than failure to graduate.

Department of Regulation & Licensing

State of Wisconsin

(608) xxx-xxxx

TTY# (608) 267-2416, hearing or speech

TRS# 1-800-947-3529, impaired only

P.O. Box 8935, Madison, WI 53708-8935

E-Mail: dorl@drl.state.wi.us

Website: <http://www.drl.state.wi.us/>

FAX #: (608) xxx-xxxx

BOARD OF NURSING

CLINICAL FACILITY SELECTION

Completion of this form is required by all schools in order to maintain approval of the board. The form is to be kept on file in the school of nursing office and available to the board upon request. The information collected on this form will be used to determine compliance with standards in sec. N 1.06, Wis. Adm. Code.

I. Identifying Data

A. Name of facility: _____

Address: _____

Phone: _____

B. Type of facility:

1. Hospital _____

2. Nursing Home _____

3. Community Health Agency _____

4. Other _____

C. Administrator of facility: _____

D. Director of Nursing Service: _____

E. School(s) of nursing utilizing the facility:

State of Wisconsin Department of Regulation & Licensing

II. Exhibits (attach to report)

A. Copy of formal agreement signed by:

1. Administrator of facility
2. Administrator of nursing program

B. Copy of the position description for:

1. Registered Nurses
2. Licensed Practical Nurses

III. Please respond to the following questions: Include any related comments.

- A. Have the nursing program objectives been shared with the facility? ☐ Yes ☐ No

Comments: _____

- B. Does the facility agree to cooperate in promoting the nursing program objectives? ☐ Yes ☐ No

Comments: _____

- C. Are there experiences in the facility available to the students to meet the clinical objectives? ☐ Yes ☐ No

Comments: _____

- D. Is the practice of registered nursing in the facility within the legal scope of practice for registered nurses as defined in Chapter 441.11(4), Wisconsin Statutes? (If no, this facility may not be approved.) ☐ Yes ☐ No

Comments: _____

- E. Is the practice of licensed practical nurses in the facility within the legal scope of practice for licensed practical nurses as defined in Chapter 441.11(3), Wisconsin Statutes? (If no, this facility may not be approved.) ☐ Yes ☐ No

Comments: _____

IV. _____ Report was completed by:

Name

Title

Date

APPENDIX F-1

WISCONSIN BOARD OF NURSING

REGISTERED NURSE REFRESHER COURSE CRITERIA

Effective September, 2002

Content:

A nursing refresher course designed for RN's who have not been practicing for 5 years or more must include a theory review, a skills lab refresher and directly supervised or precepted clinical experience of 100 hours or more, not including skills lab.

The theory portion must be a structured educational program to include nursing process review (assessment, analysis, planning, implementation, evaluation), infection control, medication/pharmacology update, and recent trends in nursing techniques and responsibilities, including supervision and delegation.

The skills lab must include basic nursing skills review and equipment and technology update.

The directly supervised or precepted clinical experience of 100 hours or more can be performed in a hospital, clinical or long term/subacute facility. The RN must possess a license to participate in this part of the refresher course.

The course can be designed to the individual, and can include independent study components, so long as clinical experience is supervised directly or precepted.

Faculty Qualifications:

Guidance of the program by an instructor with a masters degree in nursing is preferred, but refresher course instructors must possess at least a baccalaureate degree in nursing. The instructor must have recent clinical experience or clinical teaching experience. Course instructors provide supervision of preceptors, if preceptors are used. Preceptors are selected using criteria developed for the course.

License Required for Clinical:

Limited License: If the license has been expired for more than five years, potential course participants must apply to the Department of Regulation and Licensing for reregistration of license and receive this license prior to taking the clinical portion of the course. Applications may be obtained at 608-266-2112. Upon receipt and review of the application, a limited license to practice will be issued, which limits the course participant's practice to only the educational program. The course participant may not use the license to work otherwise.

Late Renewal: If the license has been expired for less than 5 years, it must be renewed by paying the late fee before participation in the clinical portion of the refresher course.

Certificate of Successful Completion:

The refresher course provider must issue a certificate of successful course completion that identifies the provider and the course participant, verifies completion of theory, lab and clinical components, and shows dates of successful completion. If the course participant has received a limited license, the participant must submit the certificate with a letter requesting re-registration to the Department of Regulation and Licensing, Department Monitor, PO Box 8935, Madison, WI 53708 to obtain the permanent license.

Refresher Course Approval Process:

The Board of Nursing will maintain a listing of approved courses. Individual course participants will be required to submit a curriculum for approval in advance of taking a course only if the course is not on the approved list. If the refresher courses are comprised of elective components, the course participant will be responsible to take a component in theory, lab skills, and clinical experience to meet the requirements for relicensure.

(Approved 10/4/01, rev. 2/1/02, rev. 11/4/04)

APPENDIX F-2

WISCONSIN BOARD OF NURSING

LICENSED PRACTICAL NURSE REFRESHER COURSE CRITERIA

Effective September, 2002

Content:

A nursing refresher course designed for LPN's who have not been practicing for 5 years or more must include a theory review, a skills lab refresher of at least 15 hours in length, and directly supervised or precepted clinical experience of 70 hours or more, not including the skills lab.

The theory portion must be a structured educational program to include nursing process review (assessment, analysis, planning, implementation, evaluation), infection control, medication/pharmacology update, recent trends in nursing techniques and responsibilities, the aging population, communication, documentation and reporting, and scope of practice, including supervision and delegation.

The skills lab of at least 15 hours must include basic nursing skills review and equipment and technology update.

The directly supervised or precepted clinical experience of 70 hours or more can be performed in a hospital, clinic or long term/subacute facility. It is strongly recommended that some hours in a nursing home setting be included. A license is required to participate in this portion of the course.

The course can be designed to the individual, and can include independent study components, so long as clinical experience is supervised directly or precepted.

Faculty Qualifications:

Guidance of the program by an instructor with a masters degree in nursing is preferred, but refresher course instructors must possess at least a baccalaureate degree in nursing. The instructor must have recent clinical experience or clinical teaching experience. Course instructors provide supervision of preceptors, if preceptors are used. Preceptors are selected using criteria developed for the course.

License Required for Clinical:

Limited License: If the license has been expired for more than five years, potential course participants must apply to the Department of Regulation and Licensing for reregistration of license and receive this license prior to taking the clinical portion of the course. Applications may be obtained at 608-266-2112. Upon receipt and review of the application, a limited license to practice will be issued, which limits the course participant's practice to only the educational program. The course participant may not use the license to work otherwise.

Late Renewal: If the license has been expired for less than 5 years, it must be renewed by paying the late fee before participation in the clinical portion of the refresher course.

Certificate of Successful Completion:

The refresher course provider must issue a certificate of successful course completion that identifies the provider and the course participant, verifies completion of theory, skills lab and clinical components, and shows dates of successful completion. The course participant must submit the certificate with a letter requesting re-registration to the Department of Regulation and Licensing, Department Monitor, PO Box 8935, Madison, WI 53708 to obtain the permanent license.

Refresher Course Approval Process:

The Board of Nursing will maintain a listing of approved courses. Individual course participants will be required to submit a curriculum for approval in advance of taking a course only if the course is not on the approved list. If the refresher courses are comprised of elective components, the course participant will be responsible to take a component in theory, lab skills, and clinical experience to meet the requirements for relicensure.

(Approved 2/1/02, rev. 11/04)

APPENDIX G

HIGH SCHOOL EQUIVALENCY

At its May 3, 2001 meeting, the Board of Nursing addressed the issue of whether to require the GED or HSED of home-schooled nursing program applicants who do not possess a high school diploma.

The Board of Nursing rule, N 2.03(1)(b) identifies a high school diploma “or equivalent” as a qualification for examination, but does not mandate use of the GED or HSED to determine equivalency.

The Board noted that the nursing program has the authority to determine program admission requirements, and admissions officers could evaluate the high school equivalency of home-schooled applicants on a case-by-case basis by calling for transcripts of home study, other test scores such as ACT or SAT, or other proofs of comparable preparation.

The Board decided to clarify its rule by indicating that the GED or HSED are not the only acceptable means of determining equivalence to a high school diploma. Nursing education programs could establish other means of determining high school equivalency for admission to nursing programs.

APPENDIX H

BSN COMPLETION PROGRAMS

Revised January 2005

An issue was raised in August 2004 about the admission to BSN completion programs of international students who are not licensed registered nurses in the US. The availability of online programs would make overseas course delivery possible, and programs may also consider admitting international students to in-state BSN completion programs.

There is a concern that a person who is not a licensed RN in the US who is completing only the BSN completion program may not have all the clinical and theory skills necessary to be awarded a BSN degree. A person trained internationally who may attend clinical BSN completion courses in the US may not have the expected nursing skills, either, and may pose a safety risk.

In addition, the BSN graduate may think that they can apply directly for a license using the BSN attained. This would not be successful in Wisconsin, as the licensing process focuses on where the person received their basic nursing education and would thus require CGFNS certification and NCLEX to assure basic nursing skills. The BSN completion program would not be able to certify on the proof of graduation that the BSN completion graduate received their basic nursing skills training from the program.

For these reasons, the Board assumes that schools will limit admissions to BSN completion programs to those who already have an RN license in the US. If schools have other equivalency or entrance criteria that they are applying instead, please let the Board know.